

Opening Date: Immediately
Number of Openings: 1
Classification: Exempt
Closing Date: Until Filled
Location: Austin, TX

Posting number: SML-256
Duration of Job: Permanent Full Time
Group/Class #: B19/0162
Salary: \$3,402/min*
* Commensurate with qualifications and experience

TEXAS DEPARTMENT OF SAVINGS AND MORTGAGE LENDING STATE AGENCY JOB VACANCY NOTICE

JOB TITLE: Executive Assistant II

JOB DESCRIPTION: Provides advanced administrative support to agency directors and executives. Oversees, coordinates the activities of, and trains some of the administrative assistants for the agency. Reports to the Commissioner and the Director of Administration and Finance. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED:

- ◆ Provides administrative and technical assistance to the Commissioner.
- ◆ Provides technical guidance and advice on administrative matters to agency management or staff.
- ◆ Develops, reviews, and communicates administrative policies, procedures, standards and methods.
- ◆ Prepares or coordinates preparation of complex correspondence, reports, manuals, forms and publications.
- ◆ Coordinates calendars, meetings and other activities with other governmental agencies, executives and organizations on behalf of the Commissioner.
- ◆ Interprets policies and procedures within administration, and makes administrative decisions as appropriate.
- ◆ Communicates agency objectives, tasks and decisions to staff on behalf of management.
- ◆ Prepares notices or agendas for meetings and hearings.
- ◆ Oversees, coordinates the activities of, and trains technical and administrative support staff, incl. document imaging input and maintenance, mail, phones, etc.
- ◆ Handles complex inquiries about the agency's programs or administrative regulations, policies, and procedures.
- ◆ May serve as the agency's Record Retention coordinator.
- ◆ May supervise and assist in compiling and analyzing data, and preparing reports.
- ◆ May research, write, design, or edit correspondence, reports, presentations and publications.
- ◆ May research technical and policy issues, and assist in the implementation of program planning.
- ◆ Related work as assigned.

MINIMUM REQUIREMENTS:

- ◆ At least three (3) years' experience providing executive administrative support, including contact with senior management.
- ◆ Graduation from an accredited four-year college or university with major course work in a field related to job duties preferred. Education and experience may be substituted for one another.
- ◆ Knowledge of state policies and procedures and supervisory experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of office administrative procedures, state of Texas policies, practices and procedures.
- ◆ Ability to analyze and solve work-related problems.
- ◆ Excellent written and verbal communication skills.
- ◆ Ability to meet time deadlines, prioritize, and handle multiple tasks.
- ◆ Proficient with personal computers, word processing, spreadsheet and presentation programs.

NOTE:

- ◆ The position may require additional work hours including evenings, weekends, and/or holidays to meet deadlines.
- ◆ The job posting in no way states or implies that the duties listed above are all inclusive. Employees are required to perform other duties as assigned.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. All offers of employment are also contingent upon satisfactory credit and criminal background checks.

HOW TO APPLY:

Submit state of Texas application via mail/in person to 2601 N. Lamar Blvd., Ste 201, Austin, TX 78705 or via fax 512-475-1505. Resumes will not be accepted in place of a completed application. Applications are available at <http://www.twc.state.tx.us/jobs/gvjb/stateapp.doc>. For directions or to request physical accommodations call Janie Recio at 512-475-1180. **Texas Department of Savings and Mortgage Lending is an equal opportunity employer.**